

TIPS FOR FINDING PART-TIME/CASUAL WORK

JCU Careers and Employability provides a range of services to support students with their career planning and search for work.

Types of Jobs Available

There are many different jobs available for students while studying including childcare, hospitality, tourism, labouring, education/tutoring, retail, sales, administration, computing, cleaning and gardening.

Where to Look



[JCU CareerHub](#) is a job portal for JCU students and graduates. Log on with your JCU username and password.

Check out other job search websites

www.seek.com.au, www.indeed.com.au and www.careerone.com.au for general vacancies, or <https://jobsearch.gov.au/harvest> for seasonal harvest work.

LinkedIn – Use LinkedIn to search for job opportunities (from part-time/casual to full-time). LinkedIn provides daily updates on [who is hiring](#).

Register with Employment Agencies such as: Signature Staff, Staffing Solutions, Hays, CBC Staff, Precruitment. For further details google – Employment Services in your city.

Volunteer – This is a great way to gain some local experience and a referee. Check out the [Volunteering](#) section on our webpage.

Need ideas on what jobs you could be looking for? Try the [Job Outlook Skills Match](#).

The Hidden Job Market

In regional areas, many job opportunities may not be advertised. We recommend that you use all available networks to look for work: fellow students, JCU staff, roommates and sporting teams. Grow your networks and join a club or society – we have dozens at JCU – many have Facebook pages.

Appointment Service

Appointments are available for assistance with career decision making and planning, job search strategies, selection criteria and interview preparation.

Contact us to book an appointment with one of the Careers team members.

Applying for Work

Prepare a resume and application

Example resumes and information sheets are available at our office: **Level 1, JCU Library** and [website](#).

Important Tips

- **Tailor your application** – candidates who make the effort to do this for each position are far more likely to be interviewed.
- **First impressions count** – If you are taking your resume to local businesses in person, please make sure you are dressed appropriately.

Useful Information

You must have a tax file number to work in Australia. Get a Tax File Number – www.ato.gov.au

Award pay rates, flexible working arrangements, leave, terminations and complaints can be found at www.fairwork.gov.au

International Students - Visa Conditions

International students on study visas have different work limitations. Please check the work conditions for your own visa before applying for work. For more information on visa working conditions go to: [Department of Home Affairs/visas/working-in-Australia](http://DepartmentofHomeAffairs/visas/working-in-Australia).

Referees

If possible, use Australian referees for an Australian-based job. If using an overseas referee, we recommend email contact only. Ensure you **request permission** before using a referee.

We can help, talk to us

During semester and vacation – get feedback on your job applications and job search strategies - contact [JCU Careers and Employability](#) to make an appointment.

Resources - check our [website](#) for job search tips, written application and interview information, and discipline specific, part-time, graduate and postgraduate resume examples.